

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: September 13, 2004

LEAVE ACCOUNTING LETTER #04-020
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **VOLUNTARY PERSONAL LEAVE PROGRAM**

As of September 30, 2004, participation in the mandatory 2003 Personal Leave Program (PLP) will terminate for bargaining units R01, R04, R09, R10, R11, R14, R15, R20, and R21. However, employees have the option of electing to participate in the Voluntary PLP (please refer to the Department of Personnel Administration's (DPA) Personnel Management Liaison (PML) memo # 2004-044).

For those employees interested in voluntarily participating in the PLP, departments will need to post hours to the Voluntary PLP benefit depending on the program provisions for their CBID, time base, and whether the employee is having 5% or 10% deducted from their paycheck. For more information regarding provisions of the Voluntary PLP, refer to the DPA PML memo #2003-046 and DPA Rule 599.737.5.

The Leave Benefit ID to use when posting Voluntary PLP is "PV". An Earn (05) transaction code may be used to post hours to this benefit. Please refer to the Civil Service Job Aids at the following link <http://www.sco.ca.gov/ppsd/clas/pdf/csaid.pdf> for other transactions that are available for use with this benefit.

Effective August 19, 2004, the name and abbreviation of this benefit was changed from "Personal Leave Voluntary" to "Voluntary PLP" and from "PLV" to "VPLP" respectively, to be consistent with the references made to this benefit in the DPA PML memos. Any activity previously keyed to the Leave Benefit ID "PV" will not be affected by this change and will continue to exist on the CLAS.

When posting hours for full-time employees, 8 hours of "PV" should be posted for those employees having 5% of their pay deducted from their check (via Earnings ID 8VL1), and 16 hours should be posted for employees having 10% of pay deducted (via Earnings ID 8VL2). Additional information regarding the administration of the Earnings ID's may be found in the DPA Pay Letters #04-12 and #04-13. Hours for fractional time base or intermittent employees should be prorated according to the DPA PML #2003-046.

If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison at (916) 327-0756.

JH:JMH:CLAS